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KANSAS DEPARTMENT ON AGING



Secretary's Office **Administrative Services** Licensure, Certification, and Evaluation To: **Program and Policy** Martin Kennedy Bill McDaniel Alice Knatt Greg Reser Traci Ward Vera VanBruggen Joyce Smith **Bob Parker** Carmen Sellens Tina Langley **Brad Ridley** Susan Fout Barbara Conant Dave Halferty Heidi Burris Deb Schwarz Mike Branam **KHPA** Legal **Administration on Aging Provider Associations** Joann Corpstein Sabrina Young Shannon Jones, SILCK Amy Wiatr Greg Wright Roxanna Namey KACIL Susan Andrews Sharon Johnson **KAHSA** KHCA/KCAL Craig Kaberline, K4A Stakeholders CME 08 Julie Govert-Walter/J.M. Frey CME 01 Ruth Jones/Joseph Reardon/Loris Jones CME 02 Annette Graham/Thomas Winters CME 09 Karen Wilson/Allison Mueller CME 03 Greg Hoover/Wilmer Severns **CME 10** Jodi Abington/Don Bales CME 04 Jocelyn Lyons/Tom Ryan Dan Goodman/Michael B. Press/Annabeth Surgaugh CME 11 CME 05 John L. Green/Ralph L. Barclay CME 5790 Stepping Stones Unlimited, LLC CME 06 Dave Geist/Phyllis Haltom CME 5999 Legacy Case Services CME 07 Elizabeth Maxwell/Eugene Highberger Field Services Policy #: FS 2009-03 From: Patsy Samson January 06, 2010 Date: **RE:** Older Americans Act Title III Programs Policy Issue: Document current fiscal policies and procedures in FSM Section 8 to assist AAA Executive Directors and Financial Managers. KDOA is also establishing a new Section 9, which contains miscellaneous policies currently included in Section 8. Related policies have been clarified and reformatted. Revisions have been made to Section 1.1 (General Definitions), Section 7 (Area Plans); Section 8 Fiscal Policy); and Section 9 (Miscellaneous Policies). Policies requiring additional research and regulatory amendments are under development. **Check Appropriate Process:** Standard Policy Process KDOA/KHPA Policy Process **Expedited Policy Process Policy Implementation Through: KDOA KHPA** \boxtimes MMIS Fiscal Agent (HP Enterprise Services) **KDOA Contact Person(s):** Bob Parker (785-296-4037) or Mary Shivers (785-296-1038) KHPA Contact Person(s): N/A **Related References/Processes:** Related Policy Number(s): Superseded Policy Number Sections 1.1; 7; 8; and 9 N/A K.A.R. Change Required?

If yes: What Reference #(s) KDOA Policy Manual Change? Yes

K.A.R. 26-1-1 et seq; K.A.R. 26-2-1 et seq; K.A.R. 26-3-1 et seq; and K.A.R. 26-4-1 et seq

Date to initiate revision January 31, 2010 Proposed effective date July 1, 2010

Waiver Amendment Required? No Routing Information: Internal Route Date: 10/21/09 Internal Comments Due Date: 11/20/09 Field Route Date: 10/21/09 Field Comments Due Date: 11/20/09 KHPA Route Date: N/A KHPA Comments Due Date: N/A KHPA Approval Date: N/A KHOA Approval Date: 1/06/10 Training Required? KDOA Central Office: No AAA Staff: No Contracted Case Managers: No Rationale for Change: Document current fiscal policies and procedures required for financial management of Older American Title III programs into a single section of the Field Services Manual. We believe this will be a useful tool for communicating w providers, maintaining regulatory compliance, continuity of provider accounting and reporting, and staff training. Final Policy: Since this policy reflects current federal and state regulatory and policy requirements, it becomes effective immed Approved Disapproved January 6, 2010 Date	State P	lan Change Required?	<u>No</u>			
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